Medical Director
Sample Job Description

Recommended Clinical Expertise
The Medical Director should hold clinical expertise in one of the following areas. An MD is recommended; however, APNP providers have successfully served in this role.

- Pediatric Cardiology
- Internal Medicine
- Family Practice
- General Pediatrics
- Emergency Medicine
- Critical Care
- Sports Medicine
- Adult Cardiology

Protected Time Expectations
To ensure adequate leadership, clinical oversight, and program fidelity, it is recommended that the Medical Director receive **0.10 FTE (10% protected time)** dedicated specifically to Project ADAM. Protected time supports the Medical Director's ability to provide clinical guidance, participate in program planning, and engage in local and national Project ADAM activities.

General Summary
Project ADAM (Automated Defibrillators in Adam's Memory) is a not-for-profit community program based within the **[insert children's hospital department]**. The program's mission is to support schools—and, when capacity allows, youth sports and community sites—in developing Heart Safe programs grounded in national best practices for cardiac emergency preparedness.
The Medical Director partners closely with the Project ADAM Program Coordinator, hospital leadership, school-based Site Champions, and the Project ADAM National Network to provide clinical oversight, strategic guidance, and advocacy for the affiliate's Heart Safe program.

Essential Functions

Program Leadership & Clinical Oversight

- Serves as a clinical champion and expert resource for the Project ADAM mission at the local, regional, and state levels.
- Provides ongoing guidance to the Program Coordinator, including regularly scheduled meetings and consultation on program activities.
- Maintains up-to-date clinical knowledge related to sudden cardiac arrest (SCA), including:
    - Current PALS/ACLS/BLS guidelines
    - Relevant SCA statistics for schools, the U.S., and global populations
- Reviews SCA events, AED use, and debriefings, offering clinical insight to support continuous improvement and program fidelity.
- Provides consultation to schools as needed, including serving as an interim resource or assisting schools in identifying a local Medical Director.

Program Sustainability & Strategic Engagement

- Supports long-term program sustainability by promoting SCA awareness, engaging philanthropic partners, and representing Project ADAM in strategic conversations.
- Partners with Hospital Administration to structure and review the program budget, ensuring understanding of operational needs and expenses.
- Assists in establishing and maintaining a volunteer board and/or leadership team to support program activities.
- Participates in local and state meetings, media opportunities, and community speaking engagements to elevate awareness of SCA and Project ADAM.

National Network Participation

- Collaborates with the Project ADAM National Network and participates in national working committees and monthly coaching calls when able.
- Attends the annual Project ADAM National Conference and monthly virtual National Coaching Calls when able.
- Supports alignment with national best practices and contributes to shared learning across affiliates.